

~~CONFIDENTIAL~~

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OC 9681

Director of Logistics

8 November 1960

Director of Communications

25X1A6b Reconciliation of Account [REDACTED]

25X1A6b

1. In August of this year, the accountable officer for Account [REDACTED] at [REDACTED] was relieved and replaced, and at that time a physical inventory was taken of the property in the account by the [REDACTED] Communications Branch responsible officers. The physical inventory revealed several overages and shortages in property in use. An investigation conducted as a result of the reported discrepancies in the account revealed that the records being maintained for the account contained a multitude of errors. In fact, a minimum of four recent audits of Account [REDACTED] resulted in four different final figures for this property account.

2. Efforts have been made to reconcile all reported discrepancies, and, these efforts were successful in most, but not all, specific shortages. However, I am not at all satisfied with the condition of the account. From reports made to me, the [REDACTED] budget and fiscal officer, the present accountable officer, and the Chief, [REDACTED] Communications Branch have concluded that the account will not be satisfactorily reconciled until a thorough re-examination is made of all stock records associated with the account.

3. I am convinced that future physical inventories and FPA accountings will never be in acceptable condition until a current reconciliation is achieved or is established for Account [REDACTED]. My representatives have gone as far as they can in attempting to track down the discrepancies in the account. The assistance of professional logistics officers addressing themselves to the problem on a full-time basis until a reconciliation is achieved is now required in correcting the records, investigating leads which may uncover missing items in other sections of the Agency supply system, and in establishing methods and procedures for assisting the accountable officer to prevent a recurrence of past errors of omission and commission.

4. To accomplish the above, I request that you detail a team of a minimum of two senior logistics officers for temporary duty at [REDACTED] to take whatever measures are necessary to straighten out Account #910's records and make appropriate recommendations for future handling of the account. The team should be experienced in Class I installation accounting procedures and in Financial Property Accounting. I will assign to this team a Communications Officer to facilitate identification of technical equipment and a contract secretary, if needed.

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5. I am most anxious to undertake this action at the earliest practicable date.

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[REDACTED]